

Box reserved for Personnel Section

<b>RPA Control No.#</b>		<b>C&amp;P Analyst Approval</b>		<b>Date</b>
<b>Employee Name</b>		<b>Division</b> DSH-Metropolitan		
<b>Position No / Agency-Unit-Class-Serial</b> 487-500-4802-001		<b>Unit</b> Administration		
<b>Class Title</b> Assistant Hospital Administrator (Staff Services Manager III)		<b>Location</b> Administration		
<b>SUBJECT TO CONFLICT OF INTEREST CODE</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> M01	<b>WORK WEEK GROUP</b> E	<b>PAY DIFFERENTIAL</b>	<b>WORKING HOURS</b>

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

### MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the direction of the Hospital Administrator, the Assistant Hospital Administrator assists in planning, organizing, and directing administrative and support services of the hospital as assigned.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
40 %	<b><u>ESSENTIAL FUNCTIONS</u></b>  <b>Personnel Management and Supervision – Supervision of subordinate supervisors and staff, and the application of Personnel Management practices.</b> <ul style="list-style-type: none"> <li>Supervises Administrative Services Departments as assigned, providing direct supervision to department managers.</li> <li>Selects, trains, and evaluates staff. Ensures timely completion of probationary reports and annual evaluations for supervisory staff that are complete and accurately documents employees' work performance, accomplishments, and areas requiring improvement.</li> <li>Assesses, develops, and implements training for supervisory staff.</li> <li>Ensures fair and equitable application of policies and directives as they apply to subordinate supervisors and rank and file staff.</li> <li>Ensures staff development through staff assignments and opportunities.</li> <li>Ensures compliance with Equal Employment Opportunity policies and procedures and provides a work environment that is free of all forms of discrimination and harassment.</li> </ul>
40 %	<b>Administrative Responsibility</b>

- Assists the Hospital Administrator in the planning and coordination of hospital operations.
- Assists the Hospital Administrator in the development and preparation of the hospital budget. Assists with the analysis of operational needs – personnel and operating expenditures – and the associated impact to the hospital budget. Assists with the control of expenditures through the analysis of expenditure trends and implementation of purchasing controls.
- Prepares clear, concise, and comprehensive reports, incorporating research and analysis of fiscal and statistical data as needed.
- Coordinates special projects and assignments, often as a sensitive and confidential nature, with potential for facility-wide and/or departmental impact.
- Responds to requests for information, often requiring immediate attention to meet time sensitive deadlines.
- Maintains and analyzes multiple forms of information to support decision making by Executive Management.
- Serves in the absence of the Hospital Administrator.

**Leadership – Provide leadership to assigned departments through the application of advanced leadership skills and techniques.**

20 %

- Serves as a role model in the organization through demonstrated dependability and excellent work habits.
- Recommends, formulates, and implements policy in a variety of functional areas.
- Ensures delivery of integrated services to all internal and external customers.
- Increases efficiency of operators through the identification and implementation of process improvements.
- Monitors compliance with audit findings and provides updates as required.
- Serves on statewide and hospital committees.
- Represents the hospital at various meetings and makes presentations as needed.
- Serves as liaison to the Hospital Administrator's office on policy matters with departmental staff, control agencies, and other outside parties.
- Maintains positive and professional working relationships with all levels of staff and all others in the course of the fulfillment of responsibilities.
- Attends training as required.

## **SUPERVISION RECEIVED**

Under the general direction of the Hospital Administrator.

## **SUPERVISION EXERCISED**

Direct supervision:

- Chief of Plant Operations III
- General Services Administrator (SSM II)

## **KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** Principles, practices, and trends of organization and management; problems involved in managing the administrative support of a large hospital; program development and evaluation techniques; principles and objectives of automated management data systems; objectives of the treatment, training, and research programs of a large hospital or health care facility; the department's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet EEO objectives.

**ABILITY TO:** Plan, organize, direct, and evaluate the administrative services of a hospital or health care facility to meet treatment and training needs; assist in planning the building program for a Developmental Center or State Hospital; analyze data and make recommendations; prepare clear, concise and comprehensive reports; analyze situations accurately and take effective action; supervise and train staff; establish organization goals and objectives; communicate effectively; effectively contribute to the department's Equal Employment Opportunity objectives.

## **REQUIRED COMPETENCIES**

### **PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

### **SAFETY**

Actively supports a safe and hazard-free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. This includes familiarity with the Patient Safety Plan.

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

### **CPR**

Maintains current certification.

### **SITE SPECIFIC COMPETENCIES**

Ability to liaison with outside entities and personnel from Department of Mental Health, City of Norwalk, Department of General Services, in order carry out the mission of Department of State Hospitals – Metropolitan. Ability to serve as Incident Commander in the absence of the Hospital Administrator and Executive Director.

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**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Microsoft Excel and Microsoft Word

**LICENSE OR CERTIFICATION - not applicable****TRAINING - Training Category =**

The employee is required to keep current with the completion of all required training.

**THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

**WORKING CONDITIONS****EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences.
- Respond to the facility during local or declared emergencies.
- Maintain a professional appearance and appropriate grooming standards.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. If directed, the employee is required to respond to the facility in the event of an emergency or disaster.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

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Employee's Signature

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Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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Supervisor's Signature

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Date

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